

# ***USER MANUAL***

## ***(Leave Application Process)***

*Prepared by*  
interSoln

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## Table Of Contents

<b>COPYRIGHT ©.....</b>	<b>2</b>
<b>TABLE OF CONTENTS .....</b>	<b>3</b>
<b>1 INTRODUCTION.....</b>	<b>4</b>
<b>2 GETTING STARTED .....</b>	<b>5</b>
2.1 LOGIN .....	5
2.2 BUSINESS PROCESS MENU .....	6
2.3 BUSINESS TEMPLATE MENU .....	6
2.4 BUSINESS FORM MENU .....	7
2.5 PREFERENCES MENU .....	8
<b>3 HUMAN RESOURCE PROCESS .....</b>	<b>9</b>
3.1 LEAVE APPLICATION.....	9
3.2 ASSIGNED COMPANY ADMINISTRATOR .....	10
3.2.1 <i>Leave Type Maintenance</i> .....	10
3.2.2 <i>User Maintenance</i> .....	10
3.2.3 <i>Generate Report</i> .....	11
3.2.3.1 <i>Leave Application Report</i> .....	11

## 1 Introduction

Surprises and exceptions are common in daily business. interSoln Workflow is a new generation of product, designed with flexibility in mind, to meet the needs of people who work in varying business situations.

interSoln Workflow allows business professionals to improve business processes through experimentation and learning. Teams can coordinate their work by building the work process, following the progression of the work, and authorised users can adapt the process when changes are required.

Organizations can equally well automate and manage formal office processes. interSoln Workflow Portal come with the following modules:

### A. Human Resource Process

- Leave Application
- Expense Application

### B. Sales Tracking Process

### C. Request For Quotation Process

### D. Product(s) Promotion(s) Process

This document covers the usability of the leave application module.

Please note the interSoln Workflow Portal HTML interface is totally customizable. But, the fundamental are the same.

## 2 Getting Started

Before we proceed into the later portion of this user manual, you need to know the fundamental of the interSoln Workflow portal. The following sections shall guide you through these.

### 2.1 Login

Start your Internet Explorer and enter the interSoln Workflow URL in the address bar. You can get this information from your administrator. Login with the user name and password that is assigned to you by the same administrator.

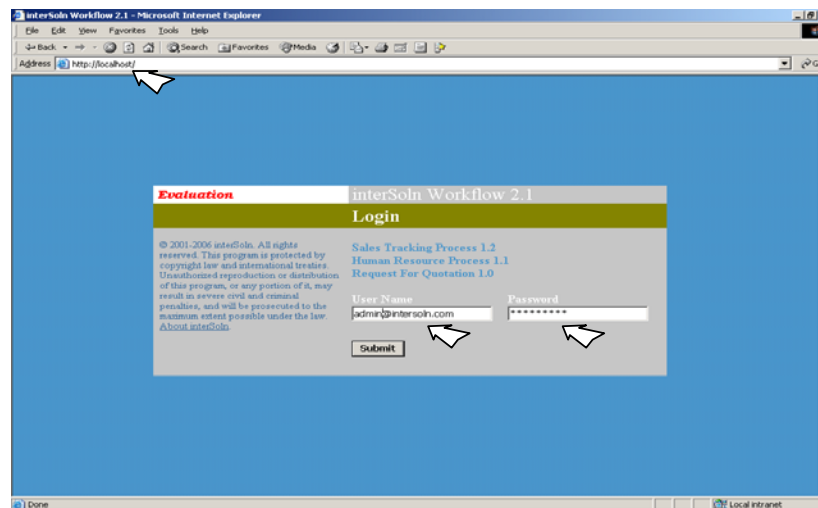


Figure 2.1a: Login Screen

Upon successful login, you'll see the following screen. Please take note of the location of the arrows below. The following section will detail how to manoeuvre through them.

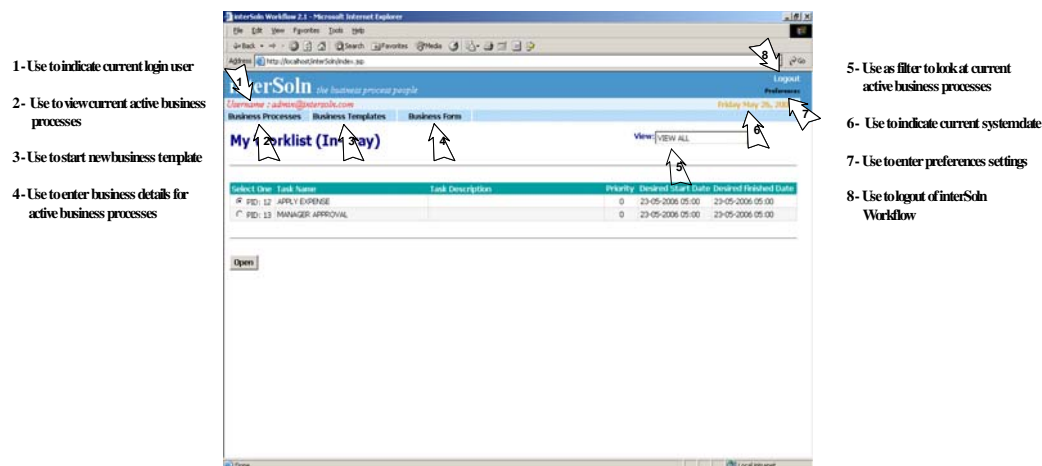


Figure 2.1b: My Worklist (In-tray) Screen

## 2.2 Business Process Menu

To open your current task in a business process, move your mouse over the “Business Process” menu. A pop up window will indicate two options for you to select.

- My Worklist (In-Tray) – Use to indicate all the active process the require your action now
- Browser – Use to provide a graphical view of the business process that you’re a participant of

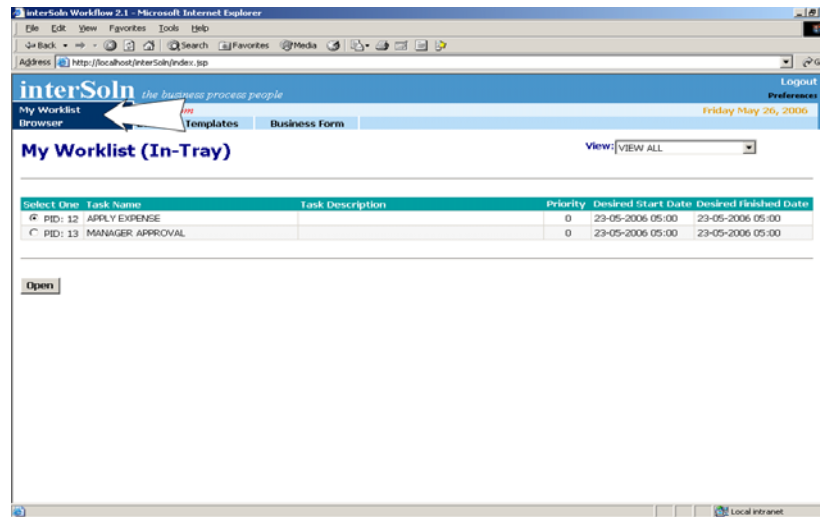


Figure 2.2: Business Processes Pop-Up Screen

## 2.3 Business Template Menu

To start a new business request, click on the “Business Template” menu and depending on the rights that you’ve been given by your administrator, you’ll be able to start different business request.

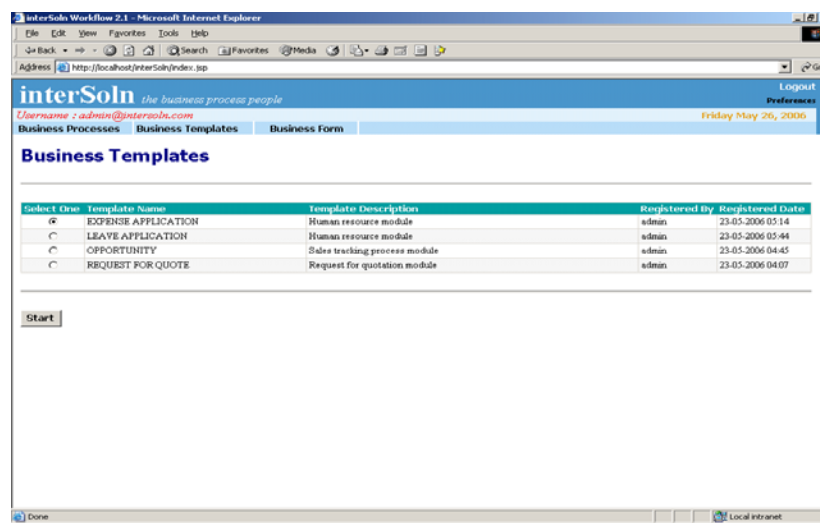


Figure 2.3: Business Templates Screen

## 2.4 Business Form Menu

To share business details information pertaining to an active business process, move your mouse over the “Business Form” menu after you’ve open an active business process. A pop up window will indicate four options for you to select.

- Attachment(s) – Use to add remove attachment to opened active business process
- Comment(s) – Use to add comments on opened active business process
- History – Use to provide a graphical view of the opened active business process
- ReAssign – Use to reassign current task in opened business process to someone else in the interSoln Workflow user directory

The screenshot displays the interSoln Workflow 2.1 interface within a Microsoft Internet Explorer browser. The browser's address bar shows the URL 'http://localhost/interSoln/index.jsp'. The page header features the interSoln logo, the tagline 'the business process', the username 'admin@intersoln.com', and navigation links for 'Business Processes' and 'Business Templates'. A navigation menu on the right side includes 'Attachment(s)', 'Comment(s)', 'History', and 'ReAssign', with a white arrow pointing to 'Attachment(s)'. The main content area is titled 'Leave Request Form' and contains several input fields: 'Name' and 'Email' (both with redacted values), 'Application No' (with a redacted value), 'Purpose Of Leave' (a dropdown menu set to 'Annual Leave'), 'Starting From' and 'To' (date pickers), and 'Total Days' (a text input field). Below these fields is a large text area labeled 'Please supply relevant details in full where appropriate:'. At the bottom of the form, there are three buttons: 'APPROVE', 'DISAPPROVE', and 'TIME OUT'. A 'Leave Balance' section at the very bottom shows 'Annual Leave Balance' and '3 used of 10'.

Figure 2.4: Business Form Screen

## 2.5 Preferences Menu

To set your user and administration preferences, select “Preferences” from the top right hand side of the web page. Depending on your access rights given to you by your administrator, you’ll be allowed different access to different option in the preferences menu.

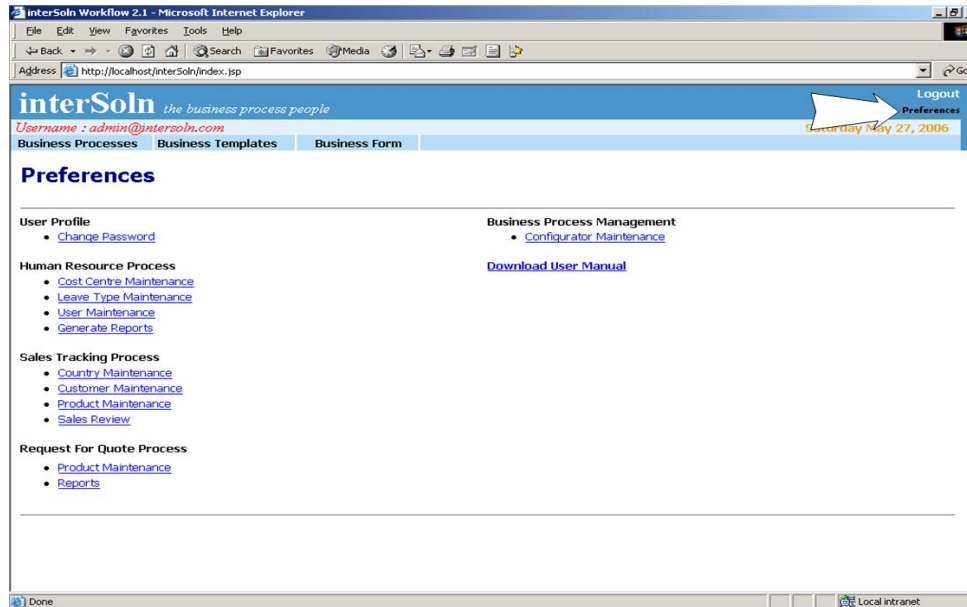


Figure 2.5: Preferences Screen



### 3 Human Resource Process

The Human Resource Process presently comprises of two applications (i.e. Leave Application and Expense Application). This document shall cover the Leave Application only.

The system can be used as a stand-alone application and fully supports workflow recommendation and approval. It can also be used in conjunction with a back office HR application and regularly export leave information for functions such as leave encashment.

#### 3.1 Leave Application

To request for leave application, highlight the “Leave Application” from “Business Template” and click on the “Start” button. Upon successful request, the following screen will be shown.

Enter the necessary information and scroll all the way to the bottom of the page to select the necessary action button.

Users are able to apply leave, claim back applied leave, checked leave balance and leave history from this screen.

**interSoln Workflow 2.1 - Microsoft Internet Explorer**

Address: http://localhost/interSoln/index.jsp

**interSoln** the business process people

Username: admin@intersoln.com Logout Preferences Friday May 26, 2006

**Leave Request Form**

Name: admin@intersoln.com Application No: 123456  
Email: admin@intersoln.com Purpose Of Leave: Annual Leave

Starting From: May 2006 TO: May 2006  
Total Days: 18  
Please supply appropriate: [Text Area]

**Leave Balance**

Annual Leave Balance	3 used of 10
Medical Leave Balance	0 used of 20

**Leave History**

Application No	Leave Type	Commence Date	End Date	No Of Leave Taken	Description
12	Annual Leave	23-05-2006 AM	23-05-2006 PM	2	

Figure 3.1: Leave Request Form Screen

## 3.2 Assigned Company Administrator

Administrator has rights that normal users do not have. Hence, he/she has the following responsibilities before normal users can proceed with using interSoln Workflow's Human Resource Process.

### 3.2.1 Leave Type Maintenance

This screen is for the administrator to maintain the entire company's leave type(s).

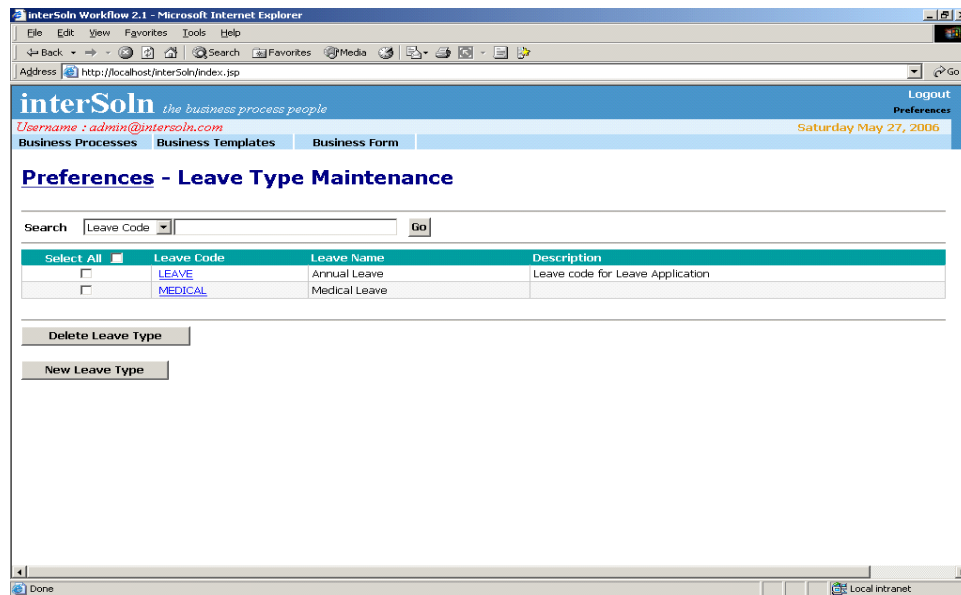


Figure 3.3.2: Leave Type Maintenance Screen

### 3.2.2 User Maintenance

This screen is for the administrator to maintain the entire company's user(s). New user created here has a default password of "trialuser".

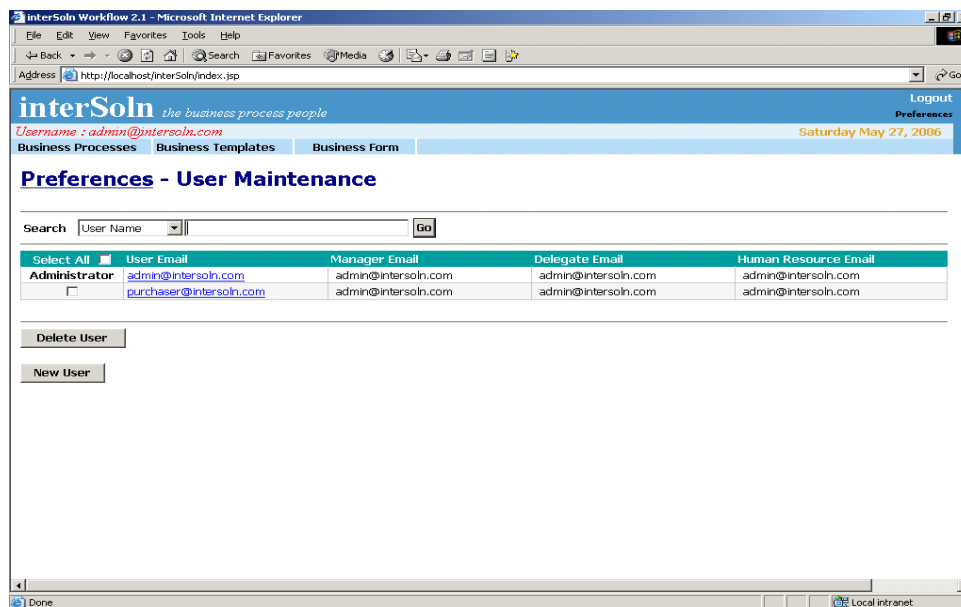


Figure 3.2.2: User Maintenance Screen

## 3.2.3 Generate Report

At present, the human resource process is able to generate two type of reports (namely: Expense claim and Leave application) based on the following condition.

**Cost Centre Code, User Name, After Date Created and Before Date Closed.**

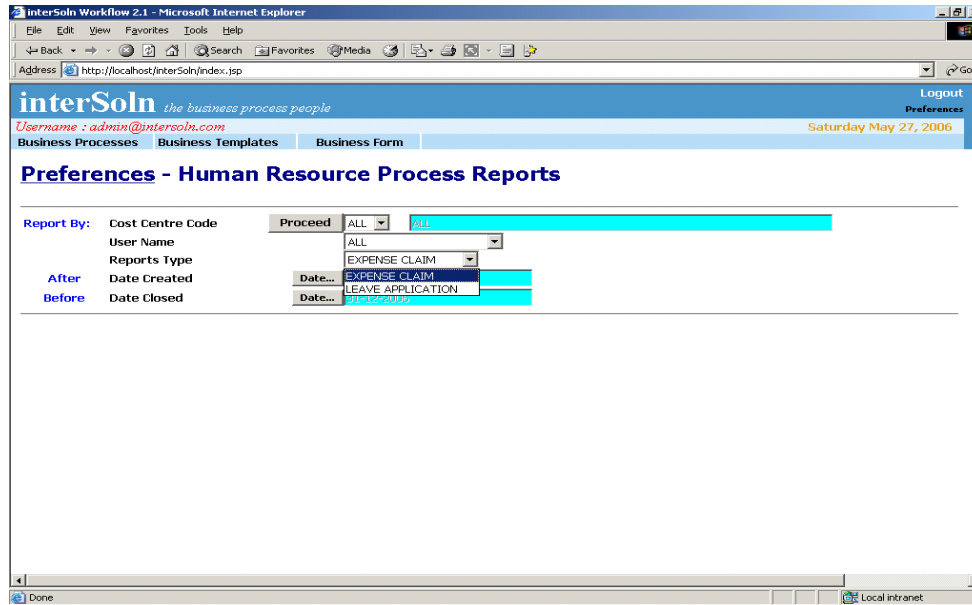


Figure 3.3.4: Human Resource Report(s) Screen

### 3.2.3.1 Leave Application Report

This report allows the administrator to generate the leave application to look at a specific user(s) based on a specific date. This way, a company can better know its employee's leave history so as to plan accordingly.

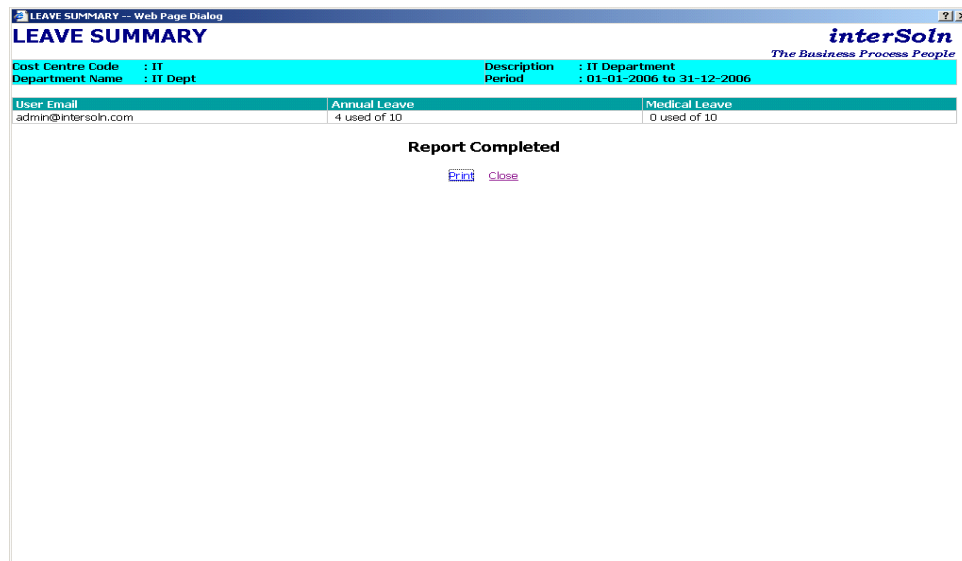


Figure 3.3.4.2: Leave Application Report

----- End of User Manual -----